



**PUBLIC RECORDS RETENTION
SCHEDULE & DESTRUCTION
AUTHORIZATION**

RECORDS MANAGEMENT PROGRAM

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1. AGENCY DEPARTMENT/DIVISION/SECTION
King County District Court (entire agency)

2. DEPARTMENT-DIVISION-SECTION [DDS]
KCDC-GEN-(ALL) / 100101

3. TOTAL NUMBER OF PAGES
39

4. DATE LAST MODIFIED
December 27, 2017

5. STATUS
Final

6. VERSION
2

6. SCOPE AND DISCLAIMER

This retention schedule can only be used by the agency listed in section 1. It supersedes any other versions of retention schedules used by the agency and is effective as of the date listed in section 11 on the last page. This schedule is a comprehensive listing of all public records held by the agency and authorizes the destruction or archival transfer of those records as indicated. For guidance about records not listed, please contact the Records Management Program.

Public records covered by record series on this records retention schedule must be retained for the required retention periods as described on this schedule. Public records designated as Permanent or Archival must not be destroyed. Public records designated as Potentially Archival must be appraised by the King County Archivist before disposition. This records retention schedule is subject to revision due to changes to local, state or federal regulations.

Approved documentation is required before any records listed on this records retention schedule can be dispositioned (destroyed or transferred to the King County Archives). Records filed to and managed within the County’s Records Management System will be dispositioned from within the system and documentation will be maintained by the Records Management Program. Disposition of records managed outside of the Records Management System must be documented on forms provided by the Records Management Program. Transitory records may be destroyed within the normal course of agency business without the use of any destruction forms.

Glossary

Cutoff: the trigger date on which the retention period *begins*. Until this occurs, the records are still considered active.

Retention: the length of time the records must be retained *after* the cutoff date

Disposition Action: the action that should be taken with the records after they have met their retention period

ESSENTIAL: records identified by the State as being essential to the operation of business and needed to continue operations in the event of an emergency.

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER (S))
All Staff						
1.	<p><u>Communications – General</u> Internal communications to or from employees (includes contractors and volunteers) that are made or received in connection with the transaction of county business, and that are not covered by a more specific records series. Includes all communication types, regardless of format: Correspondence, email; Web sites/forms/pages, social networking posts and comments, etc. Includes, but is not limited to: Requests for and provision of information/advice; Agency-initiated information/advice.</p> <p>Note: email communications may be considered a chambers record or court record if they relate to a specific court/judicial proceeding, but the email message is still subject to this retention period.</p> <p>Excludes communications of the Presiding Judges or Chief Administrative Officer, or anyone communicating on their behalf (See Communications and Subject Files –Presiding Judges and Chief Administrative Officer)</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3
2.	<p><u>Legal Advice and Opinions Received</u> Legal advice collected or received by District Court staff that is kept as a reference collection for office administration purposes.</p> <p>Note: Primary copies of legal advice related to specific actions (employee misconduct, projects, policy development, etc.) should be retained with the related records.</p>	<p>Cutoff: revised or obsolete</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions</p> <p>ACO-03-004</p>	GS50-01-01

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3.	<p><u>Meetings – Staff/General</u> Records documenting meetings held by general staff of the agency. Includes, but is not limited to: agendas, meeting packets, meeting minutes, etc.</p>	<p>Cutoff: year end Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings ACO-01-001</p>	GS50-01-43R2
4.	<p><u>Procedures and Manuals (Operational Policies)</u> Internal procedures, instructions and manuals <i>developed by</i> District Court that guide users on the procedures or protocol for day-to-day operations. Includes Operational Policies (OPRs).</p> <p>Excludes procedures received from external sources (i.e. printer manual) (See Transitory Records).</p> <p>Excludes operational manuals for applications (see IT Applications – Ongoing Maintenance/Support).</p>	<p>Cutoff: when obsolete or superseded Retention: 0 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Administrative Procedures and Instructions ACO-03-004</p>	DM52-06G-05
5.	<p><u>Project Files – General</u> Records documenting projects and the development and creation of deliverables or outcomes that are not related to a more specific record series. Projects include, but are not limited to: development of interlocal agreements, development of policies, demographic survey on jurors for the Administrative Office of the Courts (AOC), program evaluation for Restorative Justice pilot, etc.</p> <p>May include inventory sheets, correspondence, meeting records, substantive drafts, and additional supporting documentation.</p>	<p>Cutoff: completion of project Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Project Files ACO-02-001</p>	GS50-01-39R1

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6.	<p>Reference Copies Copies of records collected by agency staff that are printed or retained to aid in performing future tasks. Includes secondary copies of primary records and records that have past their retention period.</p> <p><i>Note: it is against best practice and a liability to retain secondary copies of records longer than the primary copies or to retain any copies longer than their retention period.</i></p> <p><i>All copies are still subject to Public Disclosure. Reference copies should be managed separately from primary copies, should be identified as reference copies, and searchable/identifiable information should be redacted, if possible.</i></p>	<p>Cutoff: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A, should not be filed into KCERMS	GS50-02-04R2

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7.	<p>Supervisor's Working Files Records compiled by supervisors about the progress, conduct and performance of employees under their supervision. Records are only used to support the ongoing supervision of the employee and exclude records that belong in the official personnel file; that document misconduct investigations or corrective action; or that document employee complaints/grievances.</p> <p>Includes, but is not limited to: copies of performance evaluations; workplace expectations, documents related to long-term performance or career goals, emergency contact information, employee coaching documentation; advice or guidance <i>received</i> about ongoing issues relating to the employee; performance monitoring, etc.</p> <p>Excludes Doctor's notes or any other medical certification, workers compensation claim documents, including the supervisor's report on the injury, any formal or informal legal claim by or about the employee, the employee's i-9 form, any workplace investigation materials regarding the employee, background investigation reports, personality or other test results, any non-job related information/personal information about the employee, etc. These records should be transferred to the Personnel File rather than retained in the Supervisor's Working File.</p>	<p>Cutoff: when no longer supervising employee</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>N/A</p> <p>Records Managed Outside of KC ERMS</p>	GS50-04B-31R1

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8.	<p>Training Provided Records documenting training courses, seminars and workshops <i>provided by</i> District Court employees to other District Court employees. Includes, but is not limited to: CMS training and procedural training.</p> <p>Records include, but are not limited to: tests administered; attendee lists and sign-in sheets; test results; evaluations; etc.</p> <p>Excludes employee training certificates/history retained in the employee's personnel file (See Personnel File – Work History)</p>	<p>Cutoff: date training provided</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Agency Provided Training – General</p> <p>ACO-10-001</p>	GS2011-181R1

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9.	<p>Transitory Records Public records that only document information of temporary, short-term value, and provided that the records are not needed as evidence of a business transaction; and, not covered by a more specific records series.</p> <p>Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Agency-Generated Forms and Publications – Copies (Copies of unused forms) • Brainstorming and Collaborating (Notes, mind maps, white board collaboration notes, post-its, A3, flip charts) • Contact Information (external clients or stakeholders) • Drafting and Editing (Preliminary drafts with only editing suggestions, notes, and related correspondence if they do not document decision making or substantive changes) • Electronic documents when printed version is finalized with inked signature • General Information – External (FYI information received from external sources) • Unsolicited Materials/publications (Not requested nor used) • Basic/routine short-term communications that do not document decision making or agency actions and not covered by another category, such as – “I am running late this morning” or “Come see me at my desk when you can”) • Internet Browsing History (cookies/cache/temp files on your computer) • Organizing/Monitoring Work In Progress (to-do lists; working notes; status logs) • Records Documented as Part of More Formalized Records (Notes used for data entry; raw stats/survey responses consolidated into a larger report or record if not required for other uses) • Reference Materials (gathered from external sources which do not provide evidence of agency work) • Scheduling of Meetings/Appointments • Secondary (Duplicate) Copies 	<p>Cutoff: Retain until no longer needed</p> <p>Retention: None</p>	<p>Disposition Action: Non-Archival - Destroy</p>		N/A, should not be filed into KCERMS	<p>Refer to General Records Retention Schedule for complete list of DANs in this series.</p> <p>Note: destruction documentation is not required for Transitory Records.</p>

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Budget / Finance						
10.	<p>Accounting Records Records documenting all resources received or expended by the agency. Includes accounts payable and accounts receivable records.</p> <p>Includes, but is not limited to: Invoices (including for Interpreters); P-card records; Expenditure approvals; Receipts and vouchers; Purchase orders; Remittance orders; Billing statements; Check registers; Reports</p> <p>Excludes secondary copies of records (see Transitory Records).</p> <p>Excludes financial records for grant-funded projects (see Grant Administration Records).</p> <p>Excludes jury cost bills received from court locations (see Jury Cost Bills).</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>	<p>All Agencies: <i>Only</i> p-card vouchers and backup documentation for financial transactions that are confidential or that relate to grants, risk, settlements, payroll, worker's comp, or jury duty</p> <p>DES / FBOD: All other transaction records</p>	<p>General Office Accounting</p> <p>FIN-01-001</p>	<p>GS2011-184R3</p>

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11.	<p><u>Audit Supporting Materials</u> Records used to respond to internal or external audits. Includes, but is not limited to: copies of source records, database printouts, correspondence, work plans, and supporting documentation.</p>	<p>Cutoff: completion of audit / project monitoring / peer review and all corrective actions taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Audit Supporting Materials</p> <p>AUD-01-002</p>	GS50-03F-01
12.	<p><u>Audit Reports</u> Final findings of audits conducted by or of the King County District Court. Includes both internal (including spot audits) performed by the Court or the King County Auditor and audits performed by external agencies (State, Federal, Independent, etc.).</p>	<p>Cutoff: completion of audit / project monitoring / peer review and all corrective actions taken</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Audit Reports and Findings</p> <p>AUD-01-003</p>	GS50-03F-02

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13.	<p><u>Banking Records</u> Records relating to the agency's banking activities and documenting its banking transactions.</p> <p>Includes, but is not limited to: deposits and withdrawals, bank statements, adjustments, bank reconciliations, investment statements, checks and warrants issued by the agency.</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Banking – Accounts and Transactions</p> <p>FIN-04-005</p>	GS2011-185
14.	<p><u>Budget Development Records</u> Records used to prepare annual budget requests for District Court. May include final budget requests, work plans and business plans submitted for approval, change proposals, reports, and additional background information needed to document and explain requested budget amounts.</p>	<p>Cutoff: budget adopted</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Budget Development Files</p> <p>BUD-01-001</p>	GS50-03D-03
15.	<p><u>Budget Monitoring Records</u> Records used for reporting on the status of District Court budgets.</p> <p>Includes, but is not limited to: Projections; summaries; reports.</p> <p>Excludes monitoring of financial accounts (see Accounting Records).</p>	<p>Cutoff: year end or until completion of State Auditor's examination report</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Budget Status Reports</p> <p>BUD-01-002</p>	GS50-03D-06

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16.	<p><u>Contract Development – Successful Bids and Proposals</u> Records documenting bids and proposals made by other parties to provide District Court with goods, services, revenue or other benefits which are accepted by the agency.</p> <p>Includes, but is not limited to: Requests for proposal or bid (RFP); Request for qualifications (RFQQ); Bid proposals; Evaluation documents, Applications</p> <p>Excludes signed contracts or administration of contracts after signature (See Contracts).</p> <p>Excludes records where the primary copy is held by DES / FBOD / Procurement and Payables.</p>	<p>Cutoff: completion of purchase or fulfillment of contract</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Bids and Proposals – Successful</p> <p>CON-01-011</p>	GS50-08A-01R1
17.	<p><u>Contract Development – Unsuccessful Bids and Proposals</u> Records documenting bids and proposals made by other parties to provide District Court with goods, services, revenue or other benefits which are not accepted by the agency.</p> <p>Includes, but is not limited to: Requests for proposal or bid (RFP); Request for qualifications (RFQQ); Bid proposals; Evaluation documents, Applications</p> <p>Excludes records where the primary copy is held by DES / FBOD / Procurement and Payables.</p>	<p>Cutoff: year end</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Bids and Proposals – Unsuccessful</p> <p>CON-01-009</p>	GS50-08A-11R1

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18.	<p><u>Contracts</u> Instruments signed by the county and one or more parties that set out terms and conditions to which the signing parties agree or submit where King County District Court retains the primary copy.</p> <p>Specific records may include the signed instrument, change orders, amendments, certificates of insurance and administrative records needed to document the signatories' compliance with the terms of the contract.</p> <p>Excludes any primary copies of contracts retained by DES / FBOD / Procurement and Payables.</p>	<p>Cutoff: completion of transaction or termination/ expiration of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p> <p><i>Note: Agency of origin is responsible for retaining contract administration records needed to document contractor compliance with terms of contract</i></p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
19.	<p><u>Contracts – Interlocal Agreements</u> Inter-local agreements between King County District Court and local cities for the provision of District Court services.</p>	<p>Cutoff: termination or expiration of instrument</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>ESSENTIAL</p>		<p>Inter-Agency, Intra-Agency, Inter-Governmental, Inter-Local Agreements</p> <p>CON-01-004</p>	GS50-01-11R4
20.	<p><u>Financial Dispute Records</u> Records relating to the agency's financial disputes and attempts to collect funds.</p> <p>Includes, but is not limited to: Dispute resolutions; Notices of charge backs</p>	<p>Cutoff: issue resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Collection Files</p> <p>FIN-01-004</p>	GS50-03B-14R3

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21.	<p><u>Grant Administration Records</u> Records documenting administration of grant-funded projects, including records documenting all resources received or expended.</p> <p>Includes, but is not limited to: Contracts and supporting documents; Financial records and statements</p> <p>Excludes grant reports and deliverables (see below).</p>	<p>Cutoff: final bond payment or 6 years after completion of levy/grant agreement, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Grant Administration Records</p> <p>FIN-01-017</p>	GS2011-183R2
22.	<p><u>Grant Reports and Deliverables</u> Records that document final outcomes or required deliverables for all grant projects. Includes, but is not limited to: final reports, periodic/status reports.</p> <p>Excludes grant administration records (see above).</p>	<p>Cutoff: submission of final report or for period required by grant/program , <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Grant Reports and Deliverables</p> <p>FIN-05-003</p>	GS50-03C-02R1

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23.	<p><u>Interpreter Administration and Tracking</u> Records documenting administration of interpreter services program for District Court. Includes, general communications about interpreter services, internal requests for interpreter services, information entered into Interpreter Web (including assignments to specific cases).</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Communications and Staff Meetings</p> <p>ACO-01-001</p>	GS2010-001R3
24.	<p><u>Interpreter Files</u> Records documenting service of individuals providing language interpretation services to District Court cases.</p> <p>Includes, but is not limited to: resumes; qualifications; complaints; letters.</p> <p>Excludes interpreter invoices (see Accounting Records).</p>	<p>Cutoff: completion of transaction or termination / expiration of instrument</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Contracts, Agreements and Warranties</p> <p>CON-01-001</p>	GS50-01-11R4
25.	<p><u>Inventories - Assets</u> Records relating to the inventorying of assets, including small and attractive goods and large assets, owned by King County District Court.</p>	<p>Cutoff: completion of inventory</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Inventory of Assets (Non-Real Property)</p> <p>ASM-05-003</p>	GS50-03A-18R1

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26.	<p><u>Juror Communications</u> Records documenting communications with jurors or potential jurors about administrative processes related to jury duty.</p> <p>Excludes juror communications that include ADA complaints or requests (see Complaints/Requests – Civil Rights Complaints and Accommodations).</p>	<p>Cutoff: end of year in which issue is resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R2
27.	<p><u>Juror Summons</u> Records that are created and sent to potential jurors that summon them for service or action for specific jury terms. Includes summons sent, returned, returned undeliverable, confirmed and waived/disqualified.</p>	<p>Cutoff: expiration of juror term (1 week)</p> <p>Retention: none</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A Records Managed Outside of KC ERMS	DM52-06F-04 (Juror Summons) DM52-06F-02 (Waiver from Jury Duty)
28.	<p><u>Jury Cost Bills</u> Records received from District Courts that document jurors or witnesses that served and amounts to be paid to each juror.</p> <p>Excludes jury invoices submitted (see Accounting Records).</p>	<p>Cutoff: end of fiscal year</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A Records Managed Outside of KC ERMS	DM52-06F-03
29.	<p><u>Jury Database</u> Access database used to track the pool of all potential jurors in King County. It contains the names, addresses and unique identifiers for each individual, as received from source files. Also contains other information entered by District Court, including address changes, disqualification reasons, and assignments to particular jury pools.</p> <p>Information is imported into database from source text files received from King County Superior Court, via Washington State (combination of all licensed drivers and registered voters). Source files in database are updated once per year.</p>	<p>Cutoff: when database is superseded</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		N/A Records Managed Outside of KC ERMS	DM52-06F-01 (Jury Lists) DM52-06F-02 (Waiver from Jury Duty) DM52-06F-04 (Juror Summons)

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30.	<u>Jury Lists</u> Lists compiled of voters created from Jury Database that are selected to serve as jurors for a specific term. Lists are sent to District Court locations.	Cutoff: expiration of juror term (1 week) Retention: none	Disposition Action: Not Archival - Destroy		N/A Records Managed Outside of KC ERMS	DM52-06F-01
31.	<u>Leave Requests and Administration</u> Documentation of requests and approval of leave (sick, vacation, comp time, leave without pay, etc.) and overtime. Includes FMLA leave requests/approvals. Also includes leave donation records.	Cutoff: year end Retention: 6 years	Disposition Action: Not Archival - Destroy		Employee Leave Management PER-09-002	Combo Rule PER-09-002 GS50-04B-09R2 (Leave Routine) GS2017-010 (Leave – Non-Routine)
32.	<u>Payroll Processing Records</u> Records that are used to verify, modify and authorize payroll processing for each pay period. Including, but not limited to: PeopleSoft Payable Status Reports; Payroll reconciliation records	Cutoff: year end Retention: 4 years	Disposition Action: Not Archival - Destroy		Payroll Supporting Documentation FIN-08-006	GS50-03E-02R1

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33.	<p><u>Unclaimed Property Remittance Records</u> Records documenting research, investigation into and submittal of unclaimed property to the State Department of Revenue (DOR). Unclaimed property is receipted and distributed through the Judicial Information System (JIS) and directly remitted to the DOR through the Unclaimed Property module.</p> <p>Includes, but is not limited to: unclaimed property eligibility report, location responses, summary reports. Reports sent to DOR include name, case number and last known address of property owners.</p>	<p>Cutoff: funds remitted and reports filed to the State Department of Revenue</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Unclaimed Property – Funds Remitted to Department of Revenue</p> <p>FIN-01-007</p>	<p>GS55-05B-33 (research / investigation)</p> <p>GS55-05B-31 (reports)</p>
34.	<p><u>Unclaimed Restitution Remittance Records</u> Records used to document the transfer of unclaimed restitution from the County to the State Treasurer for use by the Crime Victim Compensation Program managed by the Washington State Department of Labor and Industries in compliance with RCW 7.68.290. Includes KCDC records related to the research of unclaimed funds and entry of fund amounts into the County’s financial management system (Oracle).</p>	<p>Cutoff: year end</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>General Office Accounting</p> <p>FIN-01-001</p>	<p>GS2011-184R3</p>

7. LIST OF RECORDS SERIES

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Chambers Records

A chambers record is “any writing that is created by or maintained by any judicial officer or chambers staff, and is maintained under chambers control, whether directly related to an official judicial proceeding, the management of the court, or other chambers activities.” (GR 31.1).

Chambers records are exempt from disclosure.

7. LIST OF RECORDS SERIES						
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Court Locations and Call Center						
35.	<u>Accident Reports - Secondary</u> Forms used to document incidents of accidents or injuries involving District Court employees.	Cutoff: when no longer needed Retention: none	Disposition Action: Not Archival - Destroy	DES / HRD / Safety & Claims Management	N/A, should not be filed into KCERMS	GS50-06C-02 R1(S)
36.	<u>Citizen Requests</u> Records that document requests and complaints from the public. Includes received complaint/request and any subsequent communication including responses, forms and records provided. Note: these records are also in the court case file if they relate to a specific case. Includes, but is not limited to: requests for copies of court records; requests for name searches; requests for NCIC searches	Cutoff: end of year in which issue was resolved Retention: 3 years	Disposition Action: Not Archival - Destroy		Public Complaints and Requests for Agency Action PRE-01-001	GS50-01-09R2
37.	<u>Clerk Schedules</u> Records that are used to document the assignments, tasks, or schedules of Court Clerks.	Cutoff: year end Retention: 3 years	Disposition Action: Not Archival - Destroy		Work Logs PER-02-002	GS2011-001R3C
38.	<u>Court Schedules</u> Calendars and schedules used to document the scheduling of court cases in District Court.	Cutoff: end of calendar year Retention: 1 year	Disposition Action: Not Archival - Destroy		TBD	DM52-06G-01

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39.	<p><u>Emergency Contact List</u> Lists or directories of District Court staff, including personal contact information to be used in case of a disaster or emergency.</p>	<p>Cutoff: when obsolete or superseded</p> <p>Retention: 0 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Emergency/Disaster Preparedness Contact Information</p> <p>ACO-06-006</p>	GS2012-024R1
40.	<p><u>Mail Logs and Undeliverable Mail</u> Records documenting the agency's incoming and outgoing physical mail (letters, packages, etc.) Note: these records are also in the court case file if they relate to a specific case.</p> <p>Includes, but is not limited to: Mail Logs; return receipts; signed pick-up/delivery receipts; USPS Forms; undeliverable mail: original documents or other mail sent out and returned as undeliverable (including undeliverable name change orders returned from the King County Recorder's Office).</p>	<p>Cutoff: year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Mail Delivery and Receipt</p> <p>INF-06-001</p>	GS50-06D-02R1
41.	<p><u>Passport Application Transmittals</u> Records relating to the transmittal of passport applications to the United States Department of State's Passport Services by local government agencies designated as passport acceptance facilities, provided that a separate receipt is issued for the execution fee.</p> <p>Excludes receipts (see Accounting Records)</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Passport Application Transmittals – Separate Receipt Issued</p> <p>LIC-02-001</p>	LP2010-022

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42.	<p><u>Phone Logs and Reports</u> Records that document phone calls to or from District Court staff. Information in records can include, but is not limited to: incoming and outgoing phone numbers, call times and durations.</p> <p>Includes statistical report received from KCIT and quarterly report compiled internally and sent to Budget team.</p>	<p>Cutoff: year end</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Usage – Monitoring</p> <p>INF-04-013</p>	GS50-06A-05R2
43.	<p><u>Public Handouts/Brochures</u> Brochures and handouts that are <i>created by</i> District Court to provide customers or members of the public with the information they need to navigate the operations of District Court or information on how to access other resources or services; including services provided by District Court.</p> <p>Excludes handouts or brochures received from external sources/agencies (see Transitory Records).</p>	<p>Cutoff: no longer needed for agency business</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Master File of Agency Publications</p> <p>INF-02-001</p>	GS50-06F-04R4
44.	<p><u>Reporting – Court Programs</u> Reports and other records that are generated by agency staff that are not required to be submitted by law or court order/rule.</p> <p>Includes, but is not limited to, monthly program reports from the Mental Health and Veterans courts that are sent to the MIDD (Mental Illness and Drug Dependency) Oversight Committee.</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Informational Reports</p> <p>ACO-02-003</p>	GS50-06F-03R1

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45.	<p><u>Scanning Certificate Logs</u> Daily logs used by staff that scan court records to be ingested into the ECR (Electronic Court records) system. Logs include date of scanning and staff names, and are used to certify that court records were true and correct prior to scanning.</p>	<p>Cutoff: year end</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Work Logs</p> <p>PER-02-002</p>	GS2010-001R3C
46.	<p><u>Screenings and Assessments from Clinicians</u> Records from mental health clinicians that are used to determine whether individuals qualify for the services of the Probation, Regional Mental Health, or Regional Veterans courts.</p> <p>Note: the screening/assessment reports from clinicians are not a part of the court record in ECR.</p>	<p>Cutoff: client rejected or case closed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Client Case Files (Support Services)</p> <p>PHL-07-002</p>	SS50-25-08
47.	<p><u>Social Services Case Files</u> Records that document any social services provided in Probation, Regional Mental Health or Regional Veterans courts; including financial assistance, veterans assistance, mental health assistance, etc.</p> <p>Excludes court records related to the individuals in question.</p>	<p>Cutoff: case closed</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Client Case Files (Support Services)</p> <p>PHL-07-002</p>	SS50-25-08

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Court Records

King County District Court uses *District and Municipal Court Records Retention Schedule*, Version 6.0 dated March 26, 2009, to manage its court records. The schedule is available at http://www.sos.wa.gov/_assets/archives/District%20and%20Municipal%20Court%20RRS%20ver%206.0%20rev.pdf.

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Human Resources						
Note: this section is based on the standardized retention schedule from King County Department of Executive Services / Human Resources Division						
48.	<p><u>Employee ADA Complaints and Accommodations</u> Records relating to the agency's compliance with Section 504 of the <i>Rehabilitation Act of 1973</i> which requires that qualified individuals with disabilities have equal opportunity to benefits and services.</p> <p>Records may include applications, agreements, surveys, reports, notifications, meetings, communications, training materials, etc.</p> <p>Excludes ADA complaints/accommodations from the public (see Complaints/Requests – Civil Rights Violations).</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>ADA Claims and Accommodations - Employees</p> <p>PER-04-004</p>	GS50-04C-01R2
49.	<p><u>Employee Grievances and Complaints</u> Documentation of action and investigation into general complaints and grievances filed <i>by</i> employees.</p> <p>Includes, but is not limited to: Notices of complaint/grievance; Discussion notes; Hearing transcripts; Correspondence; Appeal documentation.</p> <p>Excludes grievances filed by <i>unions</i> based on general contract terms/language (see Labor Agreement Administration).</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employee Complaints and Grievances</p> <p>PER-08-001</p>	GS50-04E-03R2

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50.	<p><u>Employee Misconduct Investigations – Substantiated</u> Records that document investigations into employee conduct that result in findings of misconduct or corrective action. Includes, but is not limited to: initial complaint, investigative reports, statements, taped information, evidence gathered, and correspondence.</p> <p>Note: the investigative summary report should be filed in the Personnel File – Work History.</p>	<p>Cutoff: termination of employment*</p> <p>Retention: 6 years</p> <p>*If the investigation involves more than one person, records should be retained for 6 years after last person involved has left employment</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employee Misconduct Investigation Files – Substantiated</p> <p>PER-08-005</p>	<p>GS50-04B-46R3 (Misconduct Investigations Files – Founded)</p>
51.	<p><u>Employee Misconduct Investigations – Unfounded</u> Records that document investigations into employee conduct that do not result in findings of misconduct or corrective action. Includes, but is not limited to: initial complaint, investigative reports, statements, taped information, evidence gathered, and correspondence.</p>	<p>Cutoff: issue is closed</p> <p>Retention: 4 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employee Misconduct Investigation Files – Unfounded</p> <p>PER-08-006</p>	<p>GS50-04B-47R3 (Misconduct Investigations – Unfounded)</p>

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52.	<p><u>Labor Agreement Administration and Negotiation</u> Documents related to administration and modification of labor agreements. Includes grievances filed by the union about the terms or implementation of the agreement.</p> <p>Excludes secondary copies of records.</p> <p>Excludes grievances filed by the union on behalf of members (see Employee Complaints and Grievances)</p>	<p>Cutoff: termination of agreement</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Labor Agreement Administration</p> <p>PER-01-001</p>	GS50-01-11R4
53.	<p><u>Personnel Files – Agreements/Authorizations</u> Agreements and contracts with employees that are used to assist the processing of payroll functions or for human resources activities.</p> <p>Includes, but is not limited to: alternative work agreements, telecommuting agreements, payroll deduction authorizations (including union dues) and direct deposit authorizations.</p>	<p>Cutoff: expiration of agreement</p> <p>Retention: 6 years</p> <p>*if the agreement does not expire, the cutoff is termination of employment</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Payroll Contracts and Agreements</p> <p>FIN-08-018</p>	<p>Combo Rule Fin-08-018</p> <p>GS50-01-11R4 (Contracts and Agreements)</p> <p>GS50-03E-01R1 (Authorization for Payroll Deduction)</p>

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54.	<p><u>Personnel Files – Medical</u> Records documenting the medical conditions of employees that describe their physical condition, the effects of workplace conditions on their health and their physical ability to perform essential job functions.</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Employee Medical Records</p> <p>PER-07-001</p>	GS2017-015
55.	<p><u>Personnel Files – Retirement Benefit Verification</u> Records about individual employees that are needed for the long term verification of retirement benefit eligibility.</p> <p>Includes, but is not limited to: Pre-2012 time sheets/time cards; Pre-2012 requests for unpaid leave; Settlement agreements (payroll related); Hire letters; Letters documenting any payroll changes (including step increases, furloughs, COLAs, lump sum payments, special duty assignments, etc.); Personnel Change Notices (PCNs)</p>	<p>Cutoff: termination of employment</p> <p>Retention: 60 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Retirement Benefit Verification Records</p> <p>FIN-08-002</p>	GS2017-009

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56.	<p><u>Personnel Files – Work History</u> Records that document the work history of individual employees.</p> <p>Includes, but is not limited to: Recruitment records (applications, resumes, letters of recommendation, etc.); Letters of commendation; Documentation of training completed; Documentation of disciplinary action; Performance appraisals; Contact information; Exit interviews</p>	<p>Cutoff: termination of employment</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>Personnel File PER-06-002</p>	GS50-04B-06R4
57.	<p><u>Recruitment and Hiring Records</u> Files document the recruitment and selection process for KCDC positions. Includes, but is not limited to: Newspaper announcements; Position descriptions; Applicant lists; Interview questions; Screening criteria; Telephone screening notes; Test results including pass/fail pre-employment physical test results; Background check authorization; Drug test results; Applications and/or resumes for candidates not hired.</p>	<p>Cutoff: end of year in position filled or termination of recruitment effort</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Recruitment Files PER-10-002</p>	GS50-4B-22R1

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Information Technology						
58.	Authorization Forms Records that are used to authorize county employees' access to the state's Judicial Access Browser System (JABS) and JIS mainframe.	Cutoff: termination of user's access, or system or asset is no longer use, <i>whichever is sooner</i> Retention: 6 years	Disposition Action: Not Archival - Destroy ESSENTIAL		Access Authorizations INF-04-002	GS2010-002R1
59.	Bidding/Procurement Records (Secondary) Records related to the bidding for small scale (under \$25,000) purchases.	Cutoff: when procurement is completed Retention: none	Disposition Action: Not Archival - Destroy	KCDC / Budget team	N/A, should not be filed into KCERMS	GS50-08A-01 R1(S) GS50-08A-11 R1(S)

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60.	<p><u>Capital Improvement IT Projects</u> Records that document the operations and oversight or governance of capital improvement projects from initial planning and design through final design, implementation and closeout processes. Includes all IT Projects or initiative efforts over 80 hours of time, Capital Improvement or small Projects as well as major/enterprise IT Projects, infrastructure, funded from other sources, including grants. Includes the Case Management System (CMS) project.</p> <p>Includes, but is not limited to: Charter documents; Business process flows; Business requirements; System requirements; Funding release requests; Cost benefit analyses; Contract development (including RFP); Contract administration/management; Statements of work; Letters of acceptance; Change orders; Testing plans; Training plans; Policies and procedures; Metrics and reports; Project communications with the Prosecuting Attorney's Office, customers, partner jurisdictions (when applicable); etc.</p> <p>Excludes general project files, including the development of non-CIP applications.</p>	<p>Cutoff: completion of project, or terms of grant agreement, <i>whichever is later</i></p> <p>Retention: 10 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p> <p>Note: when the project has completed, records needed to support the application for the duration of its use should be filed separately (see IT Applications – Ongoing Maintenance/Support).</p>		<p>IT Projects INF-04-014</p>	GS50-18-10 R1
61.	<p><u>IT Assistance Records</u> Records relating to employee (including contractors and volunteers) requests for advice and assistance using information technology systems and applications. Includes correspondence/emails.</p>	<p>Cutoff: finalization of request or ticket closed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>	KCIT / Service Center and any other agency that resolves tickets	<p>Helpdesk Requests INF-04-005</p>	GS2010-005R1

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62.	<p><u>IT Application Development – non-CIP</u> Projects that result in proposed IT solutions to business problems. Solutions include, but are not limited to: applications, application modifications, business process improvements, data transmission projects, vendor reviews, interface designs, training, etc.</p> <p>Includes, but is not limited to: requirements development, testing records, training development, cost benefit analyses, business cases, workflow diagrams, specifications, road maps, statements of work, etc.</p> <p>Excludes projects that lead to, or are related to, Capital Improvement Projects (see Capital Improvement IT Projects).</p>	<p>Cutoff: finalization of project</p> <p>Retention: 6 years</p>	<p>Disposition Action: Not Archival - Destroy, but <i>a select few</i> applications have “noteworthy” value; contact the King County Archivist for advice on projects for these applications.</p>		<p>IT Applications – Planning and Review</p> <p>INF-04-003</p>	GS50-06A-01R3

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63.	<p><u>IT Applications – Ongoing Maintenance/Support</u> Records that are essential to support applications and systems (including databases and websites) for the duration of their use by the agency.</p> <p>Includes, but is not limited to: Design documentation/detail; Database schema and dictionaries; Source codes; System and program change descriptions; Development plans; Operational and user instructions; Acceptance testing</p>	<p>Cutoff: application or version is no longer needed for agency business <i>and</i> all records within the application have been migrated or dispositioned in accordance with a current approved records retention schedule</p> <p>Retention: none</p>	<p>Disposition Action: Not Archival - Destroy</p> <p>ESSENTIAL</p>		<p>IT Applications – Technical Design and Implementation</p> <p>INF-04-001</p>	GS50-06A-03R3

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64.	<p><u>Website Updates</u> Records used to document the publishing of the agency's internet content. Includes requests for and confirmation of changes to online content. Includes snapshots/screenshots of each page, if applicable.</p> <p>Note: screenshots of internet webpages are captured by KCIT using the Page Freezer tool.</p>	<p>Cutoff: online content removed</p> <p>Retention: 1 year</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Online Content Management</p> <p>INF-04-006</p>	<p>GS2010-007</p>

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Office of the Presiding Judge						
65.	<p><u>Communications and Subject Files – Presiding Judges and Chief Administrative Officer</u> Communications of the Chief Presiding Judge, Assistant Chief Presiding Judge, Division Presiding Judges and Chief Administrative Officer that are made or received in connection with the transaction of public business and are not covered by a more specific record series. Also includes communications by supporting staff acting on their behalf.</p> <p>Also includes subject/topic files that document a variety of topics the individual may be interested in or have oversight or directional responsibility for.</p>	<p>Cutoff: end year in which issue is resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	<p>Combo Rule ACO-01-002</p> <p>GS50-01-12R3 (Communications)</p> <p>GS50-01-02 (Working Files)</p> <p>GS50-01-36 (Calendars)</p>
66.	<p><u>Complaints/Requests – Civil Rights Complaints and Accommodations</u> Records relating to the agency’s investigations of complaints of civil rights violations, including Americans with Disabilities Act (ADA).</p> <p>Includes, but is not limited to: Complaints, investigations, statements, and evidence collected, notifications, communications, findings, accommodations.</p> <p>Excludes ADA complaints and accommodations for District Court employees (see Employee ADA Complaints and Accommodations).</p>	<p>Cutoff: end of year in which the issue was resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>	<p>Office of Risk Management Services</p> <p>Note: other agencies that has records related to this series should retain them at General Office Communications (see category ACO-05-001)</p>	<p>Civil Rights Enforcement Files</p> <p>ACO-05-012</p>	<p>Combo Rule ACO-05-012</p> <p>GS50-04C-04R2 (1985 and earlier)</p> <p>GS2017-002 (1986 and later)</p>

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67.	<p><u>Complaints/Requests – General</u> Records documenting general complaints from the public, including requests for action. Includes received complaint or request and the associated agency response.</p> <p>Excludes complaints about and requests for ADA accommodations.</p>	<p>Cutoff: end of year in which issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2
68.	<p><u>Inquests - Administration</u> Records documenting the administration of inquests (also called Coroner’s Inquests) held pursuant to RCW 36.24.020. Includes, but is not limited to: request to hold inquest from the King County Executive; Presiding Judge’s assignment to judge to hear the inquest; records documenting scheduling inquest hearings; copy of findings (interrogatory) report.</p> <p>Note: the final version of the findings report (juries’ responses to interrogatories), see below.</p>	<p>Cutoff: end of year in which inquest is resolved</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Inquest Requests</p> <p>LGL-03-004</p>	GS50-01-12R3
69.	<p><u>Inquests – Hearing Reports</u> The final version of findings reports (juries’ responses to interrogatories) as a result of inquest hearings held pursuant to RCW 36.24.020.</p> <p><i>Note: the primary record is filed in ECR as a court record. Copies of the reports are filed in the inquest administration file (see above) and copies are also sent to the King County Executive’s Office.</i></p>	<p>Cutoff: N/A</p> <p>Retention: Permanent</p>	<p>Disposition Action: N/A</p> <p>ESSENTIAL</p>		TBD	CO50-34-03R1

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7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER (S))
70.	<p><u>Meetings – Inter-Agency</u> Records documenting meetings held by King County District Court and any agency(ies) external to King County. Includes multi-agency staff meetings, committees or task forces that coordinate activities, communications or solutions to problems. Includes, but is not limited to: agendas, meeting packets, meeting minutes, etc. Only includes records in which King County District Court is the record keeper.</p> <p>Meetings include, but are not limited to: meetings with partner cities; Trial Court Coordination Council (TCCC); Regional Law Safety and Justice Committee (RLSJC)</p>	<p>Cutoff: year end <i>or</i> completion of project, <i>whichever is later</i></p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Meetings – Inter-Agency, Inter-Local, Inter-Governmental</p> <p>ACO-01-006</p>	GS2011-175R2
71.	<p><u>Meetings – Committees</u> Records documenting meetings held by the leadership committees of King County District Court. Includes, but is not limited to: agendas, meeting packets, meeting minutes, etc.</p> <p>Includes judges’ committees: Budget Committee, Executive Committee, Personnel Committee, Probation Committee, Rules Committee, and Technology Committee.</p> <p>Also includes meetings with District Court leadership and other county agencies.</p>	<p>Cutoff: year end</p> <p>Retention: 2 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Elected Officials, Department and Division Heads Communications, Subject and Issue Files</p> <p>ACO-01-002</p>	GS50-01-43R2

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER (S))
72.	<p><u>Policies and Orders (GAOs)</u> Officially adopted directives that affect all of King County District Court and activated through signature. They are statements and instructions derived from laws, the violations of which may bear consequences. Includes GAOs (General Administrative Orders).</p> <p>Only includes policies <i>developed by or adopted by</i> District Court.</p> <p>Excludes procedural policies (OPRs) that describe how a GAO will be enacted.</p>	<p>Cutoff: superseded or obsolete</p> <p>Retention: 2 years, then transfer to King County Archives for permanent retention</p>	<p>Disposition Action: Archival – Permanent Transfer</p> <p>ESSENTIAL</p>		<p>Official Agency Policies – Non-Executive Branch</p> <p>ACO-03-005</p>	GS50-01-24R1
73.	<p><u>Public Records Requests (Administrative)</u> Records relating to the requests from the general public for access to King County District Court’s administrative public records in accordance with GR 31.1.</p> <p>Includes, but is not limited to: Internal and external correspondence relating to the request; Records documenting the public records provided to the requestor (copies of the records provided, etc.); Records documenting the public records (or portions of the record) withheld (exemption logs); Copies of redacted portions; administrative reviews relating to the request.</p>	<p>Cutoff: year end in which issue was resolved</p> <p>Retention: 3 years</p>	<p>Disposition Action: Not Archival - Destroy</p>		<p>Public Complaints and Requests for Agency Action</p> <p>PRE-01-001</p>	GS50-01-09R2
74.	<p><u>Reporting - Mandatory</u> Reports and other records that are required to be submitted be submitted to an external agency by law or court order/rule. Includes report about District Court judges submitted to the Administrative Office of the Courts (AOC).</p>	<p>Cutoff: report or documents submitted</p> <p>Retention: 6 years</p>	<p>Disposition Action: Potentially Archival – Appraisal Required</p>		<p>Reporting/Filing (Mandatory) - Agency Management</p> <p>ACO-02-004</p>	GS2012-028R1

7. LIST OF RECORDS SERIES						
7a. ITEM NO.	7b. TITLE/DESCRIPTION	7c. RETENTION	7d. DISPOSITION AND REMARKS	7e. OFFICE OF PRIMARY COPY	7f. CATEGORY	7g. RULE (DISPOSITION AUTHORITY NUMBER (S))
75.	<u>Reporting – Non-Mandatory</u> Reports and other records that are generated by agency staff that are not required to be submitted by law or court order/rule.	Cutoff: year end Retention: 2 years	Disposition Action: Potentially Archival – Appraisal Required		Informational Reports ACO-02-003	GS50-06F-03 R1

<p>8. RECORDS AND INFORMATION MANAGER SIGNATURE <i>I hereby certify that the records series as described comply with current federal, state, and local regulations as of the date listed in section 4, and I ensure the accuracy of this schedule.</i></p> <p><i>See original for signature</i> <i>03/22/2018</i></p> <hr/> <p>Gail Snow Date</p>	<p>9. COUNTY ARCHIVIST SIGNATURE <i>I hereby certify that I have reviewed and approved the archival status of the records series as described on this schedule.</i></p> <p><i>See original for signature</i> <i>05/18/2018</i></p> <hr/> <p>Carol Shenk Date</p>
<p>10. AGENCY MANAGER SIGNATURE <i>I certify that I have read and understood these records retention requirements and agree to implement the records retention schedule for all records and information within the scope of my responsibility.</i></p> <p><i>See original for signature</i> <i>02/07/2018</i></p> <hr/> <p>Donna Tucker Date</p>	
<p>PUBLIC RECORDS COMMITTEE USE ONLY - DO NOT FILL IN BEYOND THIS POINT</p>	
<p>11. PRC APPROVAL</p> <p><i>See original for signature</i> <i>06/21/2018</i></p> <hr/> <p>Deborah Kennedy Date King County Public Records Committee</p>	